

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF APRIL 11 – 15, 2011**

**MONDAY, APRIL 11, 2011**

(No Meetings)

**TUESDAY, APRIL 12, 2011**

*12:00 p.m.	Nicolet Federated Library Board of Directors	Nicolet Federated Library System Third Floor 515 Pine Street
-------------	--	--

**WEDNESDAY, APRIL 13, 2011**

(No Meetings)

**THURSDAY, APRIL 14, 2011**

*5:00 p.m.	Education and Recreation Committee	Neville Public Museum 210 Museum Place
*5:15 p.m.	Human Services Board	Sophie Beaumont Building Board Room A 111 N. Jefferson Street

**FRIDAY, APRIL 15, 2011**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

## **PUBLIC NOTICE OF MEETING**

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, April 12, 2011 at 12 Noon**, at the Nicolet Federated Library System, Third Floor, 515 Pine St., Green Bay, WI 54301.

### **AGENDA**

1. Welcome & lunch.
2. Agenda Revisions.
3. Open Forum.
4. February 15, 2011 minutes.
5. Reports:
  - 5.1 President – Denise Bellmore
  - 5.2 Treasurer - John Hickey
  - 5.3 Director – Mark Merrifield
  - 5.4 Personnel – Miriam Erickson
6. Member Library Report – Sue Grosshuesch, Kewaunee Public Library.
7. Update on Proposed WI 2012-2013 Biennial Budget.
8. Discuss OWLSnet Automation Contract Negotiation.
9. New business.
10. Adjourn.

**Reminder: Next meeting will be June 21 at the Algoma Public Library.**

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.

***Please call 920 448-4410 if you cannot attend this meeting.***

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments:

Minutes: 2/15/11

Rev & Exp January and February

Director's Report

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

### EDUCATION & RECREATION COMMITTEE

Jesse Brunette, Chair  
Tim Carpenter, Vice Chair  
Bill Clancy, John Vander Leest, Vicky Van Vonderen

### EDUCATION & RECREATION COMMITTEE

Thursday, April 14, 2011

5:00 pm

Neville Public Museum  
210 Museum Place

- I. Call to Order.
  - II. Approve/Modify Agenda.
  - III. Approve/modify minutes of March 3, 2011, March 16, 2011 and March 31, 2011.
1. Review minutes of:
    - a) Library Board (February 17, 2011).

### Communications

2. Communication from Supervisor Nicholson re: To allow the use of ATVs on the Brown County Trail.  
*Referred from March County Board.*
3. Communication from Supervisor Nicholson re: To allow the use of ATVs on the Snowmobile Trail.  
*Referred from March County Board.*

### Golf Course

4. Budget Status Financial Report for December, 2010 and February, 2011.
5. Golf Course Financial Statistics as of April 1, 2011.
6. Superintendent's Report.

### Parks

7. Discussion of communication from Northeast Youth Livestock Show.
8. Request for a waiver of fees from the Green Bay Duck Hunters Association for use of the Pamperin Park Dance Hall on April 2, 2011.
9. Budget Status Financial Reports for February, 2011.
10. Director's Report for February, 2011.

### Resch Centre/Arena/Shopko Hall

11. Complex Attendance for the Brown County Veterans Memorial Complex – February and March 2011.
12. Response from Corporation Counsel re: VCB/PMI Arena Complex Lease with possible committee action and/or recommendation.
13. Update re: Repair and Maintenance Timeline at the Resch Center (standing item).

### **NEW Zoo**

14. Zoo Monthly Activity Report.
  - a. Operations Report.
    - i. Admissions, Revenue, Attendance.
    - ii. Gift Shop, Mayan, Zoo Pass, Misc Revenue.
  - b. Education/Volunteer Programs Report.
  - c. Curator's Report.
  - d. Maintenance Supervisor Report.
15. Budget Adjustment Request (#11-28): Restricted donations from Thrivent to be used towards the purchase of an event tent.
16. Budget Adjustment Request (#11-29): Parks to reimburse the Zoo for faulty installation of lion enrichment item.
17. Budget Adjustment Request (#11-30): Restricted donations from PCMC (\$500) to be used as sponsorship towards special event expense.
18. Zoo Director Report.

### **Library**

19. Budget Status Financial Report for February, 2011.
20. Grant Application Review (#11-07): EPA Environmental Education Grant.
21. Budget Adjustment Request (#11-43): Increase in expenses with offsetting increase in revenue.
22. Library 2010 Budget Carryover Detail.
23. Director's Report.

### **Museum**

24. Budget Status Financial Report for January and February, 2011.
25. Neville Public Museum Attendance and Admissions for February and March, 2011.
26. Neville Public Museum Attendance 5-Year Span (2006-2010).
27. Museum Report

### **Other**

28. Audit of bills.
29. Such other matters as authorized by law.

Jesse Brunette, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Phone (920) 448-6005 Fax (920) 448-6128

Brian Shoup, Executive Director

### MEETING OF THE HUMAN SERVICES BOARD Thursday, April 14, 2011

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A  
111 NORTH JEFFERSON, GREEN BAY, WI 54311  
5:15 P.M.**

#### AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of March 10, 2010 Human Services Board Meeting.
4. Executive Director's Report.
5. Study of Child Protection Services and Policy Development – 4<sup>th</sup> Session of 4.  
(CP Management Staff)
6. Financial Report.
7. Community Treatment Center Statistical Update.
8. Bellin Hospital Statistical Update.
9. Contract Update.
10. Other Matters.
11. Adjourn Business Meeting.

#### Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.




# APRIL 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	Public Safety 5pm <del>Postponed</del> Special County Board 5:00 pm	6	7	8
10	Executive Cmte 6:30pm Cancelled/ Rescheduled for 3/28/11	11	12	13	14	15
17	Spec Exec Cmte 6:30 pm	Veterans Recognition 5:15 pm	Board of Supervisors 7:00 pm	20	21	22
<b>Easter</b> 	Land Con 6 pm Plan Dev & Trans 6:30 pm	25	Human Svc 6:00 pm	Admin 5:30 pm	28	29
24	25	26	27	28	29	30



# MAY 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	Public Safety 5:00 p.m.	Ed & Rec 5:00 p.m.	6	7
<b>Mother's Day</b> 	Executive Cmte 6:30 pm	10	11	12	13	14
15	16	17	Board of Supervisors 7:00 p.m.	18	19	20
22	23	24	Human Svc 6:00 pm	Admin Cmte 5:30 pm	26	27
29	Land Con 7pm Plan Dev & Trans 7:30pm Tentative- Memorial Day!	30	31			

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging and Disability Resource Center Board Meeting (March 24, 2011)
- Human Services Board (March 10, 2011)
- Neville Public I Museum Governing Board (March 14, 2011)
- Planning Commission Board of Directors (March 2, 2011)

**To obtain a copy of Committee minutes:**

**[http://www.co.brown.wi.us/minutes and agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING****March 24, 2011**

**PRESENT:** Keith Pamperin, Libbie Miller, Judy Parrish, Pat Hickey, Barbara Robinson, Pat Finder-Stone, Bill Clancy, Tom Diedrick, Lisa Van Donsel

**EXCUSED:** Grace Aanonsen, Donajane Brasch, Steve Daniels, Marvin Rucker

**ALSO PRESENT:** Sunny Archambault, Arlene Westphal, Debra Bowers, Devon Christianson, Kinsey Black, Denise Misovec

**PLEDGE OF ALLEGIANCE.**

Vice-Chairperson Pamperin called the meeting to order at 8:30 a.m.

**INTRODUCTIONS:** Introductions were made by current board members and those present including 3 new board members, Lisa Van Donsel, Barbara Robinson, and Pat Hickey.

**ADOPTION OF AGENDA:** A motion was made by Ms. Miller and seconded by Ms. Parrish to adopt the March 24, 2011 agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 24, 2011:**

Ms. Miller moved and Mr. Pamperin seconded to approve the minutes of the regular meeting of February 24, 2011.

**COMMENTS FROM THE PUBLIC:** There were no comments.

**FINANCIAL REPORT:****A. APPROVAL OF THE PRELIMINARY FEBRUARY 2011 FINANCE REPORT:** Ms.

Archambault reported that we are 2 months into the new year and are doing fine. Printing appears to be over budget; however, this is due to the printing of a large supply of agency folders which will last us all year. Miscellaneous Services also appears to be over budget; however, there will be revenue to pay for these services by the end of the year. Software Support & Development & License will also even out. The Part D Grant will be spent on Benefits Specialists-Part D first and then allocated to other programs.

Under the revenue portion of the budget Ms. Archambault noted that we will be receiving all of the Title III-B, C-1, C-2, D and E Revenues. The Nutrition Services Incentive Program is paid quarterly and will even out. We generally receive the State 85.21 Transportation Funds in April of May. For 2011 the county is not transferring funds to the ADRC for the county Transfer-Veteran's Program and we are using Designated Funds for this.

Ms. Archambault went on to explain, for the benefit of the new board members, that the blue sheet is a detail of expenses & revenue categories that change throughout the year. The yellow sheet details Restricted Memorials & Donations we receive for specific purposes. The peach sheet is our Capital Campaign Fund, or dollars we raised years ago for this building and are keeping it for things like a new roof someday.

Ms. Fincer-Stone moved and Ms. Miller seconded to approve the February 2011 Finance Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** There were no restricted donations received in February.**RESOLUTION – BOARD APPRECIATION FOR STAFF ACHIEVEMENT IN I&A QUALITY REVIEW:**

Ms. Archambault requested the board's adoption of the Official Resolution ( included in the board

packet) that Mr. Pamperin asked to be drafted to recognize and acknowledge the dedication and outstanding work effort of the ADRC administrators and staff to serve the aging and disabled citizens of Brown County. She noted that Mr. Diedrick had also reviewed the draft.

Mr. Pamperin moved and Ms. Miller seconded to adopt the Resolution of Grateful Appreciation on the Outstanding Customer Satisfaction Quality Review completed by the State Office of Resource Center Development (ORCD) of the Aging & Disability Resource Center of Brown County. **MOTION CARRIED.**

**ADRC GOALS & OBJECTIVES FOR 2011:** Ms. Archambault directed board members to the handouts on ADRC Global Focus Points and ADRC Committees & Taskforces for 2011 included in the board packet. She noted the following goals and objectives the ADRC will focus on during the coming year:

- Support and Advance the ADRC's Mission
- Address Federal, State, and County Budget Changes
- Board Development
- Commitment to Prevention Programs
- Quality, Reporting, Technology
- System Change – Long-Term Care
- Community Partnerships
- Customer Satisfaction
- Employee Support and Cultural Climate
- Consumer Empowerment and Advocacy
- Develop NIATx Projects

She then reviewed the breakdown of tasks each specific unit (Director, Information & Assistance, Benefits Specialists, Nutrition, Add LIFE, Support Team and Facilities) will undertake to successfully accomplish these goals.

The ADRC Committees & Taskforces for 2011, members and meeting day and times were reviewed. Ms. Archambault noted that the committees are responsible for identifying and implementing its goals and objectives. This structure also leads to a positive work environment and supports staff involvement and capacity to help move the agency forward.

**UPDATE ON POTENTIAL BUILDING PURCHASE:** Ms. Archambault brought board members up to date on the potential purchase of the building at 331 S. Adams St. as a permanent location for our Home Bound Meal Program. Attorney Tom Olejniczak has agreed to assist the ADRC with the purchase from a legal standpoint. We recently sent Attorney Olejniczak all of the pertinent building information that he requested. He has not gotten back to us as of yet. Ms. Archambault clarified that the board had previously given permission to purchase up to a certain dollar amount.

Ms. Finkler-Stone moved and Mr. Pamperin seconded to authorize the Executive Committee to contract with the law firm of Liebmann, Conway, Olejniczak & Jerry SC for the services of Attorney Tom Olejniczak and to proceed with the purchase of the building under the established terms identified in the contract should it come in under the authorized amount. **MOTION CARRIED.**

**AoA OPTIONS COUNSELING STANDARDS DEVELOPMENT REPORT:** Ms. Christianson presented an overview of the core function of Options Counseling (OC). OC is about choice. While we place great value on our ability to have choices, it can sometimes be overwhelming when there are too many options to choose from. For our long term care consumers, making choices is not always easy: complex needs, crisis situations, family concerns, ambiguity and indecision all add to the difficulty of making care decisions. OC is an art which requires a skillful decision support process where consumer values are assessed, needs, strengths/weaknesses are explored and knowledge is shared. A knowledgeable, skilled professional moves beyond information giving. Providing consumers with a more narrowed and focused scope of individualized care options helps to facilitate the decision making process.

Ms. Christianson reviewed the building blocks for decision support that include a firm foundation in quality information & assistance and referral/assistance, lessons to be learned from the disability community, tools to assist families in decision making and learning through practice and experience. Tools that support the process would be active/reflective listening, motivational interviewing, family meeting guides, excel tools, the person centered planning, communication guides and an I&A First Call/Contact Guide. The ADRC's I&A Staff have been trained in all of these areas.

In Wisconsin, we have learned from Dr. Flowers Study of OC that is a powerful tool that is valued by the individuals who use our services.

Ms. Christianson reported that Brown County has received a 2 year grant, of \$13,000 for year 1 and \$10,000 for year 2, and was selected to participate in National Standards Development. Brown, Ozaukee and Northern ADRC are pilot's sites to develop these standards, and will train and evaluate staff using these standards. Once Wisconsin has developed our standards, they will be shared with the Administration on Aging at the Federal Level who will create national standards for all the states to follow.

In February she was in Baltimore to meet with representatives from 20 other states participating in a collaborative process of writing and developing National Standards of OC.

In summary, Ms. Christianson noted that the key to OC is to see people early and often, be warm and welcoming-non institutional, be accessible, skilled, individualized, have person centered facilitators, be a front door for private pay and maintain follow-up.

**FAMILY CARE UPDATE:** Ms. Archambault reported that the Governor's budget did not include funds to expand Family Care into any additional counties. We had expected that Family Care would begin in Brown County in 2012. The Governor and Legislature is waiting for an audit of Family Care to be completed before making any decision about continued expansion.

**DIRECTOR'S REPORT:** Ms. Archambault distributed information including the ADRC By-Laws, the position description of an ADRC Board Member as well as the role of the ADRC Governing Board, its membership requirements and duties for board members to peruse. She noted that the April Meeting will be an Orientation Meeting and asked board members to plan on the meeting running from 8:30 a.m. until 12:00 noon with a lunch to follow.

**GWARR UPDATE:** No report.

**LEGISLATIVE UPDATE:** Ms. Archambault referred board members to three legislative handouts included in the board packet. The first handout from the Transit Now Organization is a 2011-2013 Wisconsin Budget & Legislative Summary regarding transit issues. The Governor's State Budget Proposal would move the cost for public transit out of the segregated Transportation Fund and into the General Fund, which would result in fewer dollars in the General Fund for other purposes. It reduces state operating support to local transit systems by 10% in 2012, with no increase in 2013. It will eliminate local funding alternatives and add new hurdles to gaining dedicated local transit funding putting locks in the property tax levy, cuts state support for local municipalities and requires a binding referendum to institute a new sales tax or fee for transit in an RTA (Region Transit Authority) district. Additionally, the Special Session Budget Adjustment Bill would forfeit \$45 million in federal funds for transit in Wisconsin annually beginning in 2011 and the RTA Repeal Bill will eliminate local alternatives for transit funding and regional collaboration.

In the Summary of the Budget Repair Bill regarding provisions affecting persons with disabilities prepared by the DRW Public Policy Coordinator, the bill required DHS to study the Medicaid Program including the full state plan and waivers. Some of the options they would be assessing include increasing the cost effectiveness and efficiency of care and care delivery, limiting switching from private health insurance to Medical Assistance programs, ensuring the long-term viability and sustainability of Medical Assistance programs and more. As a result of this study, DHS can issue new

Medicaid rules approved by the federal HHS, as well as emergency rules that do not have to comply with certain statutory provisions for emergency rules.

The third handout Ms. Archambault referred to was a Senior Care Fact Sheet along with a Washington posting of Senator Herb Kohl's strong support of SeniorCare. In the posting Senator Kohl notes that SeniorCare has proven to be an efficient, cost-effective choice for Wisconsin seniors and urges Health and Human Services Secretary Kathleen Sebelius to deny any request to change this popular prescription drug program.

In summary, Ms. Archambault emphasized that the ADRC of Brown County will be faced with making some difficult budget decisions for 2012. She pointed out that we have levy in the Add LIFE Center, the Nutrition Program, the Adult Day Care Program and the Elderly Benefit Specialist Program and these are the areas in which we would need to make our cuts.

**APPOINTMENT OF NOMINATION COMMITTEE:** Ms. Archambault noted that the ADRC Board still needs to fill the position of a representative from the Oneida Nation. The process of electing officers for 2011 will take place in April, therefore, appointments to the Nomination Committee need to be made. Ms. Parrish is currently serving on the Nomination Committee and Ms. Miller and Mr. Diedrick volunteered to serve. The Nomination Committee will meet and present their nominations to the full board at the April 28<sup>th</sup> Meeting.

**ANNOUNCEMENTS:** The following announcements were made:

- Board members recognized Ms. Devon Christianson on her nomination to receive the 2011 Dreamers and Doers Award presented by the American Association of University Women (AAUW)-Green Bay Branch. The award recognizes contemporary women in Brown County who have demonstrated achievement, sustained leadership and shared their unique talents to make Brown County a better place in which to live. Devon is one of seven women nominated and the winner will be announced at the AAUW's Dreamers and Doers luncheon on April 2<sup>nd</sup> at Heritage Hill State Historical Park in Allouez, WI.
- Ms. Finder-Stone announced the Coalition of WI Aging Groups District 4 Spring Meeting to be held on Friday, April 1<sup>st</sup>, from 8:00 a.m. – 2:00 p.m. at the Clarion Hotel at 200 Main St. Green Bay, WI. Registration will be from 8:00- 8:30 a.m. and will include opening remarks from Mayor Jim Schmitt, and Brown County Executive, Tom Hinz. Presentations will be given by A.J. Nino Amato, President of CWAG, Mike McCabe, Paul Linzmeyer, and a video by Senator Herb Kohl.

**NEXT MEETING DATE – APRIL 28, 2011:** The next meeting is scheduled for April 28, 2011.

**ADJOURN:** Ms. Miller moved to adjourn and Ms. Parrish seconded. **MOTION CARRIED.** The meeting adjourned at 10:40 a.m.

Respectfully submitted,

*Arlene Westphal*

Arlene Westphal, Secretary

## **PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD**

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, March 10, 2011 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

---

**Present:** Paula Laundrie, JoAnn Grashberger, Helen Smits, Alison Draheim, Craig Huxford, Susan Hyland, Bill Clancy, Carole Andrews

**Excused:** Tom Lunch, Chairman, Susan Hyland

**Also**

**Present:** Brian Shoup, Executive Director Human Services  
Jim Hermans, Child Protective Services and Juvenile Justice Manager  
Jim Kasprzycki, CPS Ongoing Supervisor  
Kevin Brennan, Foster Care/CPS Ongoing Supervisor  
Frances Bass, CPS Intake Supervisor  
Mary Johnson, CTC Administrator  
Jean O'Leary, Director of Community Programs

---

**Call Meeting to Order:**

The meeting was called to order by Vice Chair Laundrie at 5:16 p.m.

**2. Approve/Modify Agenda:**

Andrews/Clancy moved to approve the agenda with the following modifications:

1. Agenda Item No. 5 (Study of Child Protection Services and Policy Development – 3<sup>rd</sup> Session of 4) should be moved to Agenda Item No. 3 (Approve Minutes of February 10, 2011 Human Services Board Meeting).

The motion was passed unanimously.

**3. Study of Child Protection Services and Policy Development -3<sup>rd</sup> Session of 4.**

Jim Hermans and his Child Protection supervisors, Jim Kasprzycki, Kevin Brennan and Frances Bass led the third phase of the Child Protective Services study and policy development.

Kevin Brennan shared a positive outcome for a recent case. In this particular case, three children were unable to return home and were in need of a permanent placement. The oldest boy was living with his maternal grandparents, the middle child was in a foster home and the youngest is living with a relative that cannot continue to care for him. The youngest boy has a brain tumor that is inoperable. Kevin expressed how important it is to have the siblings together with their grandparents.

The children's case worker has located a home builder that is willing to add onto the grandparent's home to accommodate the three children and the builder is donating their labor. The case manager has also secured the majority of the building materials needed and the materials are also being donated. This is certainly a life changing home makeover for the entire family.

Andrews/Draheim moved to create a draft resolution from the Human Services Board Members expressing gratitude to this case worker who gone beyond her expected responsibilities for this family. The draft should be presented for review and approval at the next Human Services Board Meeting.

This motion was carried unanimously.

The presentation focused on the following topics:

**Quality Service Review (QSR):**

The Child Protection Services (CPS) department recently received the results/findings from the last Quality Service Review (QSR). This process is a quality improvement process that is initiated by the State. It is a four day intensive process where the representatives meet with County staff, judges, corporate council, schools, parents, foster parents; anyone connected with the case to reach their conclusions.

The QSR investigated 12, which were reviewed in their entirety. Areas of strengths and challenges were identified for each unit. Some of the areas identified were as follows:

**Intake Unit**

***Strengths Identified:***

1. Initial assessment provides detailed information such as surrounding circumstances, maltreatment and adult and child functioning.
2. Workers are resourceful and have knowledge of community supports.
3. There is effective collaboration between IA and Law Enforcement.

***Challenges Identified:***

1. There is a perception that the agency is understaffed both on a supervisory and worker level.
2. Supervisors and workers are challenged to meet timely documentation as identified by the State.
3. High workloads and reduced work hours limit the involvement with families.
4. Workers are able to meet initial face to face response times but additional follow up with families are delayed or missing.

**Child Protection Ongoing:**

***Strengths Identified:***

1. Good collaboration between tribes and our agency.
2. There is a wealth of services and collaborative relationships by workers.
3. We have an experienced and stable workforce.
4. We have active participation and training in initiatives.

*Challenges Identified:*

1. There is a perception by the community of high removal rate.
2. Court ordered conditions for return of children perceived as overwhelming.
3. High case loads and reduced work hours make it difficult to meet State and Federal mandates.

Foster Care Unit:

*Strengths Identified:*

1. 100% of out of home caregivers had appropriate skills and capabilities to meet the needs of the foster children in their home.
2. The substitute caregivers had appropriate skills and capabilities to meet the needs of the foster children in their home.
3. The foster care coordination and matching children to homes, was perceived as very good.

*Challenges Identified:*

1. The sole Foster Care Coordinator is stretched too thin. Development of innovative foster care programming, a respite care program, and training can be pushed to the back burner.

Board Member Huxford asked, what happens when the Foster Care Coordinator Position (the one person) is on vacation?

A: Kevin said that he steps in and will pick up a lot of that work. He also said that there are placements that they use and that in no way will any child go un-serviced. Jim Hermans said that these type of situations really force the unit to work as a team and step in to help one another. He also said that they have written the job descriptions to help respond to emerging needs such as coverage help in certain situations.

Jim Hermans said that the goal of this study is to seek the guidance from the Human Services Board in terms of direction and policy. He said that they will assist and make recommendations to the Human Services Board members and work interactively to develop productive policies.

Jim Hermans presented some policy issues, ideas and suggestions, with keeping in mind the means the County has to accommodate these, but also staying mindful that it is children and families they work with that rely on our services and they are the most important factor.

Jim asked that the Human Services Board consider the following policies taking time to understand and review each item. When we meet in April, a more detailed discussion can take place at which time Jim and his team will be available to answer questions and go into detail about the policy initiatives.

**Policy Issues**

Q: Should we make contact with more families that currently required by law to investigate to offer support or assistance on a voluntary basis; especially because at some point, these families will end up in our systems anyway and we will be forced to investigate.

A: Yes. Jim said that they are working on contacting the State and expressed interest in participating in a pilot program. If funded, we could recommend using the funds to hire additional staff to continue with the program. Unfortunately due to current staff size, without funding we would not be able to take this program on.

Q: Should we divert more children from formal court and work with families on a voluntary or informal basis, lessening the number of ongoing court cases?

Should we take fewer children into emergency placement by increasing immediate front end protective and safety services?

Should we increase the number of cases satisfactorily served and closed within 60 days, lessening the number of ongoing cases?

A: Yes. In order to achieve this we would recommend the addition of two (2) new social workers for the Intake Unit along with further diversion of out of home placement dollars to purchase immediate front end protection and safety services.

Q: Should we reduce the number of children in ongoing foster care and their days in placement while reducing the time needed to achieve permanency?

A: Yes. In order to achieve this we would recommend the addition of one (1) new social worker for the Ongoing Unit. We also recommend expanded use of the coordinated services teams and permanency roundtables along with further diversion of out of home placement dollars to purchase services targeted at family strengthening or other permanency.

Q: Should we comply with all State required reporting and services standards?

A: Yes. In order to achieve this we recommend the addition of one (1) new social worker to be assigned where most needed and the addition of one (1) new support staff. This would have to be coordinated with Information Services to achieve successfully.

Q: Should we improve upon our current supervisor to staff ratio?

A: Yes. We recommend the addition of one (1) new supervisor and appointment/selection of team leaders from direct service ranks.

Vice Chair Laundrie said that these policy questions are a lot to digest and these issues are very serious and expresses passion for the children served. She said that of course, she would love to say yes to everything, but questions how to pay for all the new staff and services.

Vice Chair Laundrie asked the Child Protection Services team to report back to the Board and present options/ideas/creative thinking of how we can financially support the policy questions.

Jim Hermans clarified that the policy questions they are proposing, no new dollars are being requested. What is being requested is to use a portion of the dollars we already have and direct those more toward prevention in the forefront, rather than more cost-tied programs that can result without prevention in place.

Board Member Smits said that the idea of being proactive rather than reactive is going on the right track. She also said that it is important to note working this way should also save money in the end.

Supervisor Andrews said that the goals presented are very good; however, she wants to see how the budget items / line items are going to be rearranged (because of Jim Hermans comment on shifting dollars). Supervisor Andrews would like to have this brought to the Board. Jim said that they will respond to those concerns.

Supervisor Clancy asked shouldn't it be a given that there are laptops available for case management?

Board Member Smits said that because of the documentation load the case managers have, it would only benefit the county and the client. It would certainly provide more accurate documentation and more timely documentation.

Brian said that all departments including IS are struggling with capacity issues.

Clancy/Andrews moved that he and Supervisor Andrews would speak with IS and determine if /how they can help facilitate laptops and will report back to the Human Services Board at the April meeting.

The motion was carried unanimously.

Supervisor Clancy said that he wants to help the productivity especially because we are already short staffed. He would like to help in any way that he can. Bill will make it clear to IS that the Human Services department is happy with their service and they are not complaining in any way.

**4. Approve Minutes of February 10, 2011 Human Services Board Meeting:**

Andrews/Smits moved to approve the minutes dated February 10, 2011 with the following revision:

1. The location of the February 10, 2011 Human Services Board Meeting should reflect that the meeting was held at the Brown County Community Treatment Center – 3150 Gershwin Drive, Green Bay, WI

The motion was passed unanimously.

**5. Executive Director's Report:**

**Budget Repair Bill:**

Brian said that the assembly did take action this afternoon and some of the items on the bill will affect us. Some of the key points in the budget repair bill included:

- 50% cut in State revenue.
- 10% cut in Youth Aids. These funds support our Juvenile Justice programs.
- There is a structural deficit in the County budget that we will have to make up before the starting line of zero. Once we get to zero, no county can exceed it. In fact, it is restricted by law not exceed a 0% increase in the levy.
- Reduction in basic County allocation. This will affect some of the services we provide and reductions in Medicaid reimbursements. A lot of the information that is published right now is generic and we cannot get our arms around what the specific impacts will be for us yet.
- Increase in support for Child Protection Services.
- The Family Care Expansion is essentially frozen.
- The State workers would take over most of the Economic Support Services that the County currently provides.
- Cuts to Medicaid and the eligibility will be tightened.

Q: What about all the work that has been done already for Family Care?  
(Supervisor Clancy)

A: Supervisor Andrews said that they did their second interview for their CEO candidates last week. They chose to proceed. They contacted Corporation Counsel for Family Care on what they should do. She said that there are funds only until the end of June a most candidates understood this.

Q: What about children with disabilities? (Supervisor Clancy)

A: Jean O'Leary said that children's waiver is still in the budget and we have a unit that is in place to work with those children and cases.

ANDREWS/CLANCY moved to receive and place on file. Motion passed by unanimous vote.

**6. Financial Report:**

Tim Schmitt, Finance Manager, reported that preliminary closeout figures for end of the year 2010 show favorable balances for both the Community Programs Division and the Community Treatment Center Division. He will report on the final unaudited 2010 financials in April.

ANDREWS/HUXFORD moved to receive and place on file. Motion passed by unanimous vote.

**7. Community Treatment Center Statistical Update:**

Brian Shoup reported that the psychiatric hospital census was low for the first month and half of this year and has since rebounded.

Please refer to the packet which includes this information.

ANDREWS/SMITS moved to receive and place on file. Motion passed by unanimous vote.

**8. Bellin Hospital Statistical Update:**

Please refer to the packet which includes this information.

Brian Shoup reminded the Board that Medicaid dollars support most of the Bellin contract.

ANDREWS/ GRASCHBERGER moved to receive and place on file. Motion passed by unanimous vote.

**9. Contract Update:**

Please refer to the packet which includes this information.

ANDREWS/SMITS moved to receive and place on file. Motion passed by unanimous vote.

**10. Other Matters:**

Next Meeting: April 14, 2010

5:15 p.m. – Sophie Beaumont Building, Board Room A

Topic: Study of Child Protection Services and Policy Development – 4<sup>th</sup> Session of 4

**11. Adjourn Business Meeting:**

Andrews/Huxford moved to adjourn; motion passed unanimously. Vice Chair Laundrie adjourned the meeting at 6:57 p.m.

Respectfully Submitted,

Laura L. Chartier  
Recording Secretary

## PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, March 14, 2011 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

---

PRESENT: Kyle Hoops, Jesse Brunette, Pat Wetzel, Kramer Rock

EXCUSED: Kevin Kuehn, Bob Jossie

ALSO

PRESENT: Rebecca Looney, Jean Hermes

---

1. CALL MEETING TO ORDER

Vice Chairman Kramer Rock called the meeting to order at 4:40 p.m.

2. APPROVE/MODIFY AGENDA

**Motion made by Jesse Brunette, and seconded by Kyle Hoops to approve the agenda. Vote taken. MOTION APPROVED UNANIMOUSLY.**

3. APPROVE/MODIFY MINUTES OF February 14, 2011

**Motion made by Jesse Brunette and seconded by Kyle Hoops to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.**

4. Update Director Search

Rebecca Looney reported that on Wednesday, March 16 the County Board will vote on the appointment of Rolf Johnson as the new director of the museum. If approved, he will begin on April 5th.

Pat Wetzel asked for clarification of a statement from the Historical society recommending the county board approve the new "curator". It was determined that the society must have been referring to the new director as no new curator was being hired.

5. Interim Director's report

Looney reported that the *Hear My Voice* exhibit and the Miles Bair exhibit had opened since the board last met. The *Hear My Voice* exhibit opening was very well attended—over 200 people showed up.

Tactile Day was also successful. People attending came from as far away as Wisconsin Dells and Milwaukee. Press coverage for the event was very good.

About 38 scouts attended Webelo Scouts Art Day which is slightly lower than normal. Lower attendance was attributed to less publicity from the Scouts organization. The program is geared towards Webelo Scout badge requirements.

A booth was set up at Artigras promoting current exhibits and lectures. The Curator of Education attended the annual NWEA (Northeastern Wisconsin Educators Associations) teachers' conference and was able to talk to about 300 teachers regarding programming for the 2011-2012 season.

A dinosaur egg hunt program is in the works for April 16 with activities pertaining to the *Hatching the Past* exhibit. Looney also mentioned that our Neville Dinner Programs are very successful and running very smoothly and the Press Gazette will be doing a feature on the Badger Boys exhibit in the near future.

6. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Kramer Rock reported that the Neville Public Museum billboard on I-43, as discussed at the last meeting, will be taken down. Kramer notes that the Foundation is excited about the addition and potential of the new director and will involve him in the process of hiring a new foundation president.

7. ADJOURNMENT

**Motion made by Jessie Brunette and seconded by Pat Wetzel to adjourn at 4:55 p.m. Vote taken. MOTION APPROVED UNANIMOUSLY.**

Respectfully submitted,  
Jean Hermes

**Next Meeting**  
Monday—May 9th, 2011  
4:30 p.m.

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, March 2, 2011**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Dotty Juengst	<u>Exc</u>
James Botz	<u>X</u>	Dave Kaster	<u>X</u>
Keith Chambers	<u>X</u>	Pat Kolarik	<u>X</u>
William Clancy	<u>X</u>	Patrick Moynihan, Jr.	<u>Exc</u>
Norbert Dantine, Jr.	<u>Exc</u>	Ken Pabich*	<u>X</u>
Ron DeGrand	<u>X</u>	Gary Pahl	<u>X</u>
Bernie Erickson	<u>X</u>	Mike Soletski	<u>Exc</u>
Mike Fleck	<u>X</u>	Alan Swatloski	<u>X</u>
Steve Grenier	<u>X</u>	Mark Tumpach	<u>X</u>
Mark Handeland	<u>X</u>	Jerry Vandersteen	<u>X</u>
Greg Henning	<u>Exc</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>Exc</u>	Dave Wiese	<u>Abs</u>

**OTHERS PRESENT:** \*Eric Rakars (for Ken Pabich), Chuck Lamine, Peter Schlein, Dan Teaters, Cole Runge, Lori Williams, and Steve Bieda.

1. Approval of the minutes of the February 2, 2011, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by M. Fleck, seconded by B. Erickson, to approve the minutes as presented. Motion carried unanimously.

2. Subdivisions Ordinance variance to Section 21.63 proposing to allow reduced street frontage for Lots 1, 2, and 4 of a four lot certified survey map in the Village of Howard. (VAR 2011-01 HOW)

P. Schlein stated the proposed certified survey map will divide two lots, which were previously platted in 2008, into four lots. A minor environmentally sensitive area amendment was approved in 2009 that increased buildable depth at the rear of the lots. The Subdivisions Ordinance requires lots to have 70-feet of street frontage. This variance requests lots 1, 2, and 4 to have reduced street frontage of 55.02, 64.02, and 65.64, respectively. The proposed land use will change the two lots from two-family lots to four single-family lots. The density of the area and number of driveways connecting to the public right-of-way will not change. The lots range in size from 12,840 square feet to 17,452 square feet. The Village of Howard has recommended a Planned Unit Development with the lots having the proposed widths. P. Schlein recommended approval of the variance subject to the two conditions identified in the staff report.

M. Tumpach asked if all four of the lots are vacant and if three lots could be created instead of four.

P. Schlein replied the lots are all vacant and creating three lots could be an option.

M. Tumpach stated that he would be voting no on this variance. The existing lots that surround the proposed lots had to comply with the requirements and approving this variance may decrease the market value of the surrounding homes.

M. Fleck and J. Vandersteen agreed and stated they would like to see three lots created instead of four.

P. Blindauer noted that the property owner, S. Bieda, is here tonight if the board would like to ask him any questions.

A motion was made by B. Erickson, seconded by S. Grenier, to open the floor to allow interested parties to speak. Motion carried unanimously.

S. Bieda stated the lots are currently zoned duplex. He has owned these lots for four years and hasn't been able to sell them because the banks are not approving financing for duplexes right now. He is proposing to create four single-family lots. The price range of the homes will be \$140,000 to \$160,000. He did an analysis of existing single-family homes north of his property which showed that these homes would be higher than or equal to their value. He noted that creating three lots instead of four would be a problem because in the center of the four lots there is a wetland pocket.

J. Botz if four equal lots could be created with 62 feet of frontage.

S. Bieda replied that is not possible due to the location of the wetlands.

G. Pahl asked how a home would fit on lot 1 with only 55 feet of frontage.

S. Bieda replied the Village of Howard normally requires eight foot side yards. However, Howard has already approved seven foot side yards for all four lots with the Planned Unit Development. He stated the houses will be longer rather than wide and would have 1,350 square feet of living space.

C. Lamine explained to the board that their authority is strictly for the land subdivision. The zoning decision is done by the local community and the applicant has already obtained Howard's approval. The location of the wetlands greatly reduces the flexibility of the lots which may be considered a hardship.

K. Chambers stated that he agrees with C. Lamine. It is up to the local community whether they choose to accept a proposal.

B. Erickson said he agrees and the Village of Howard has already approved this proposal. Granting this variance would make the lots saleable and would increase the tax base for our community.

S. Bieda noted that all of the lots do comply with the Village of Howard size requirements.

A motion was made by B. Erickson, seconded by K. Chambers, to return to regular order of business. Motion carried unanimously.

A motion was made by B. Erickson, seconded by G. Pahl, to approve the Subdivisions Ordinance variance to Section 21.63 proposing to allow reduced street frontage for Lots 1, 2, and 4 of a four lot certified survey map in the Village of Howard. A roll call vote was taken. Motion carried on a vote of 15-1 with M. Tumpach voting no.

*D. Kaster arrived at 6:58 p.m.*

3. Distribution of the draft Brown County Bicycle and Pedestrian Plan Update.

D. Teaters announced that the draft Brown County Bicycle and Pedestrian Plan Update is available on the Planning website for review. At next month's meeting, a presentation of the plan will be given.

D. Teaters stated this is an update to the existing plan that was done in 1998. The plan's goals are to reflect the individual communities' recommendations for bicycle and pedestrian facilities, connect the facilities to create a more seamless network, fill any gaps that exist between bike routes and trails, and provide resources for communities to use to create safe and comprehensive networks.

4. Director's report.

a. Meeting schedule survey results.

C. Lamine recommended keeping the meeting time at 6:30 p.m. due to the fact that several members are not able to arrive any earlier.

A motion was made by G. Pahl, seconded by J. Vandersteen, to keep the meeting time at 6:30 p.m. Motion carried unanimously.

C. Lamine stated that the governor's budget that was released this week will have a fiscal impact on Brown County due to the decrease in shared revenue from the state.

C. Lamine said the proposed budget does modify the Working Lands Initiative that has been in progress for quite some time. The budget eliminates the conversion fee for developing lands that were to be preserved for farmland. Due to this change, the communities' farmland preservation maps that have already been submitted to Brown County Planning for incorporation in the updated Brown County plan may have to be redone. Landowners will, most likely, want to remain in the farmland preservation program to be eligible for the tax credits as there will no longer be a conversion fee assessed when the lands are removed from the program for development.

C. Lamine stated he will continue to monitor the budget for any planning legislation that may be affected and will keep the board apprised of anything he becomes aware of.

5. Brown County Planning Commission staff updates on work activities during the month of February 2011.

A motion was made by J. Vandersteen, seconded by M. Fleck, to receive and place on file the staff updates on work activities. Motion carried unanimously.

***(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)***

6. Other matters.

None.

7. Adjourn.

A motion was made by G. Pahl, seconded by J. Vandersteen, to adjourn. Motion carried unanimously. The meeting adjourned at 7:10 p.m.

:lsw

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
March 2, 2011**

**February 2011 Staff Activity Reports**

---

**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the February meeting of the Brown County Planning Commission Board of Directors.
- Attended the LEAN Steering Committee meeting on February 2.
- Coordinated with Advance and the Corporation Counsel on enforcement of a loan agreement based on direction from the Brown County Revolving Loan Fund Committee.
- Prepared meeting packet for a Brown County Revolving Loan Fund Committee meeting.
- Worked with DNR staff on revisions to the sewer service area planning process.
- Facilitated several Planning and Land Services (PALS) Department managers and Planning staff meetings.
- Attended the February 14 Energy Oversight Committee meeting.
- Attended the full day Brown County Leadership Training Program on February 8.
- Worked with leadership training team on capstone project to improve communication systems between the County Board and County staff.
- Met with representatives of County departments and the Oneida Nation regarding Waste to Energy project.
- Prepared an application for a \$2 million Community Development Block Grant-Economic Development (CDBG-ED) grant for Marquis Yachts, LLC in Pulaski intended to create 379 new full-time jobs. Attended the Brown County Board meeting the evening of February 16 to present the grant resolution.
- Conducted a public hearing on February 21 for the Marquis Yachts, LLC CDBG-ED grant application.
- Participated in a stakeholder interview regarding the Brown County employee evaluation process.
- Met with the Energy Community Education Subcommittee to discuss developing a ride share, bike to work, and transit promotion program for Brown County employees.
- Attended a meeting with County Planning staff and representatives of Bellevue and Ledgeview to discuss land uses and other issues associated with the STH 29/CTH EA extension project.
- Attended training for the new Brown County purchase card approval system.
- Met with Purchasing Department staff to discuss potential revenue from sale of advertising on the County Land Information website.
- Attended the February 28 meeting of the Planning, Development and Transportation Committee.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Participated in Ledgeview's third CTH GV Corridor Design Committee meeting.
- Met twice with the County Transportation Planner and representatives of JOSHUA and Green Bay Metro to plan for JOSHUA's meeting with US DOT Secretary Ray LaHood.

- Facilitated the first meeting of the Village of Allouez Safe Routes to School (SRTS) Plan Task Force. Also presented the plan's draft vision statement, draft goal, and draft objectives to the task force. Following the meeting, I made revisions to the draft materials and developed the next meeting's agenda.
- Reviewed a survey that was developed by a Green Bay alderperson concerning safety along Hazelwood Lane in Green Bay. Also offered comments about the survey to the alderperson at his request.
- Met with the County Transportation Planner and representatives of Green Bay Metro to discuss the development of a second non-rider survey by St. Norbert College's Survey Center.
- Participated in three meetings of Green Bay Metro's Strategic Plan Development Committee. Also developed a summary of findings from a small group exercise and a list of external and internal environments that Metro should track.
- Signed a certified survey map.
- Continued developing the Affected Environment Analysis section of the EIS. Also facilitated a meeting of the EIS Lead Agencies.
- Developed answers to questions from potential applicants about the Request for Proposals (RFP) for EIS archaeological services.
- Met with the De Pere School District Superintendent to discuss concerns about traffic near De Pere Middle School. Following this meeting, I developed a proposal for a new student pick up/drop off area and submitted it to the superintendent.
- Scheduled and facilitated a meeting with the County Planning Director and representatives of Bellevue and Ledgeview to discuss land uses and other issues associated with the STH 29/CTH EA extension project.
- Developed a draft SRTS section for Ledgeview's comprehensive plan and sent the section to town staff for review.
- Chaired a meeting of the Brown County Transportation Coordinating Committee.
- Participated in a meeting with representatives of the Brown County Highway Department, Village of Howard, WisDOT, and a consulting firm to discuss design and other details about the STH 29 freeway conversion project.

**The recent major planning activities of Aaron Schuette, Senior Planner:**

- Met with the Village of Denmark consultant regarding a potential sewer service area amendment on February 1.
- Provided historic materials on two subdivisions in the Village of Denmark to the Village.
- Presented the Village of Pulaski application for Turning Brown County Green Brownfield Assessment Funds to the BCPC Board of Directors on the evening of February 2.
- Reviewed the draft Phase II Environmental Site Assessment for the De Pere – O'Keefe site.
- Presented the Davis-Bacon Act and Buy American provisions of Brown County Energy Efficiency and Conservation Block Grant to potential bidders on the Barkhausen, Sheriff's Department, Fairgrounds, Weyers-Hilliard, and Way-Morr Park photovoltaic panel projects on February 3.
- Presented the Davis-Bacon Act and Buy American provisions of Brown County Energy Efficiency and Conservation Block Grant to potential bidders on the Brown County Jail and Shelter Care photovoltaic panel projects on February 4.
- Provided a second presentation regarding Davis-Bacon Act and Buy American provisions of Brown County Energy Efficiency and Conservation Block Grant to potential bidders on the Barkhausen, Sheriff's Department, Fairgrounds, Weyers-Hilliard, and Way-Morr Park photovoltaic panel projects on February 5.

- Reviewed certified payrolls for the Ashwaubenon Library energy efficiency project for conformance to the Davis-Bacon Act requirements.
- Prepared and submitted a four-month local planning assistance contract to the Village of Wrightstown.
- Met with the Wrightstown Village Administrator and staff regarding upcoming projects in the Village on February 16.
- Researched a local right-of-way issue on Nicole Lane in the Village of Wrightstown.
- Prepared a staff report to the Wrightstown Planning Commission regarding a conditional use permit for the new Village Hall.
- Attended a Fox-Wisconsin Heritage Parkway Board meeting in Oshkosh on February 17.
- Attended and presented at the Village of Howard Planning Commission meeting on the evening of February 21 regarding the Wisconsin Working Lands Initiative and Weyer-Hilliard photovoltaic panel site plan.
- Completed the text and maps for draft chapters 1 and 2 of the Brown County Farmland Preservation Plan.
- Completed individual community maps of their identified Working Lands Initiative areas.
- Provided land division application distribution, review, and approval support.

**The recent major planning activities of Peter Schlein, Senior Planner:**

- Began review of nine new certified survey maps (CSMs). Completed review of seven CSMs. Additional reviews were performed by PALS staff during the months of January and February.
- Completed review of two final city plats.
- Responded to two public and two private water quality letter requests.
- Completed one variance request.
- Developed solutions for environmentally sensitive area (ESA) inquiries in the Village of Ashwaubenon related to a CSM and water quality letter for an addition to the Western Racquetball / Prevea Medical LLC building on Ashland Avenue, near STH 172. Part of the site had potential wetlands which could affect a retaining wall and parking area for the site.
- Processed rain event and snow melt event field screening results submitted by Brown County Highway Department as it related to the Brown County MS4 permit. Review was setup to address criteria from the WDNR and EPA permit requirements.
- Continued updates to the Subdivisions Ordinance. The subcommittee completed a review of the entire ordinance, so all proposed changes have been put together so final tweaks can be made to ensure the ordinance reads smoothly.
- Worked with fellow departments to apply for Bird City/Bird County status. The effort was lead by Port and Solid Waste staff. Planning staff provided summary data related to plans and ordinances that tie to the topic.
- Prepared Water Quality Management (WQM) grant reimbursement request, an amount of \$14,020.59, for the fourth quarter of 2010.
- Discussed potential amounts available for funding for the 2011 WQM grant with WDNR staff.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivisions ordinance and general planning concepts via phone conversations and meetings.

**The recent major planning activities of Lisa Conard, Transportation Planner I:**

- As a member of the review/interview team, read, evaluated, and scored proposals responding to an RFP for the provision of paratransit services for Green Bay Metro for the years 2011-2018. Met with team members to discuss scoring and potential interview(s) with qualified firms. The current contract with the private-for-hire provider, Medi-Vans, expires on April 30, 2011. The new contract has the potential of exceeding 11 million dollars.
- Began data collection effort and began writing the draft *2011 Green Bay Metro Annual Route Review and Analysis Report*. All of Metro's full service fixed routes, limited service routes, paratransit program, and other issues will be examined.
- Submitted *Draft Minor Amendment #1 to the 2011-2015 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* to WisDOT for approval. This amendment includes the design work, right-of-way acquisition, and reconstruction of Main Avenue from 3<sup>rd</sup> to 8<sup>th</sup> Street in the city of De Pere and for the design work and resurfacing of Kewaunee Road from Main Street to the east Brown County line. Also completed and filed the fiscal constraint demonstration with FHWA.
- Participated in three committee meetings lead by a consultant hired by Green Bay Metro to develop a strategic plan.
- Met for a second time with members of JOSHUA (Justice Organization Sharing Hope and United for Action) to help develop a message regarding the importance of public transportation services. JOSHUA and their affiliates plan to present the message to interested parties and to US Secretary of Transportation Ray LaHood when he visits Northeastern Wisconsin in June.
- Assisted the Planner I with the new design of the Green Bay Metro route guide.
- Assisted Metro staff in the development of a survey to gauge the use of transit service in the village of Allouez.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Participated in the Brown County Planning Commission Board of Directors meeting on February 2. Presented TIP amendment.
- Participated in the Green Bay Transit Commission meeting on February 16.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Continued working with Land Conservation and Information Services staff with ag inventory project (converted GIS data and developed map layers, built new geoprocessing tools, set up Toughbooks).
- Continued to assist the Ritter Forum group with GIS analysis looking at the distribution of 911 calls, response times, and station layout.
- Continued to quality control the E-911 GIS data.
- Provided a 911 "geo" data update.
- Created map of fire districts inside and neighboring counties for Public Safety to assist with the radio interoperability project.
- Assisted Emergency Management with GIS data for the "CityWatch" project.
- Attended and presented at the Wisconsin Land Information Association annual conference February 16 through February 18.
- Continued updating GIS data and records.
- Continued setting up the new GIS servers and v3 GeoDatabase.
- Provided regular updates to GIS datasets to several municipalities including Hobart, Pittsfield, Ashwaubenon, De Pere, Green Bay, and others.

- Provided GIS data and maps to UWGB, Google, Leonard & Finco Public Relations, Maeder Law, ERA Starr Realty, Merrill Lynch, Marine Credit Union, Gagnow Appraisals, Robert E. Lee & Associates, McMahon, Michels Engineering, JT Engineering, TetraTech, CADMUS Group, Wisconsin DOT, Wisconsin DNR, and others).
- Continued to develop the web mapping and FTP download sites.
- Assisted other people with miscellaneous service and data requests.
- Attended staff meetings as needed.

**The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):**

- Made updates to Google Transit. New bus stops including shelters went in. Created the new stops and updated attributes of stops that have a new shelter.
- Began working with Metro to produce a new route guide. Created mockups of a full route map and of one individual route map for review by Metro and MPO staff.
- Worked with Metro to create new maps for the new bus stop shelters. Several iterations were created and the final maps were produced and given to Metro.
- Worked on the Lawrence Bicycle and Pedestrian Plan.
  - Created several maps to be included in the plan.
  - Provided an analysis on the student locations and their relationship to the school they attend.
  - Completed the draft introduction, goals and objectives, and inventory sections of the plan.
- Completed changes to the draft Brown County Bicycle and Pedestrian Plan Update. The plan was posted on the Brown County website for further review.
- Participated in the regular staff meetings held every other Thursday morning.
- Held the second meeting for the Town of Lawrence Bicycle and Pedestrian Plan on February 16.
- Attended the Wisconsin Land Information Association annual conference on February 17 and February 18.